PAYROLL SERVICES

Overpayment Initiation Form

This form is used to notify Payroll Services of an overpayment to an employee resulting in excess net pay. Questions should be directed to payroll.services@okstate.edu

Employee Name: Last, First Date: 1/1/1901

CWID: A00000000 Dept Contact: Name

Paycheck date of discovery of overpayment: 1/1/1901 Contact Phone Number: (###) ###-####

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Paycheck Date**  | **Position** | **Suffix** | **Earnings Code** | **Original Gross** | **Correct Gross** | **Difference** |
| 1/1/1901 | XXXXXX | XXXXXX | XX | $0.00 | $0.00 | $0.00 |
| 1/1/1901 | XXXXXX | XXXXXX | XX | $0.00 | $0.00 | $0.00 |
| 1/1/1901 | XXXXXX | XXXXXX | XX | $0.00 | $0.00 | $0.00 |
| 1/1/1901 | XXXXXX | XXXXXX | XX | $0.00 | $0.00 | $0.00 |
| 1/1/1901 | XXXXXX | XXXXXX | XX | $0.00 | $0.00 | $0.00 |

Reason for Overpayment:

Click or tap here to enter text.

Upon receipt of this form, Payroll Services will initiate a review of the information above and calculate the amount to be repaid by the employee. Payroll Services will email the employee (copy to the department contact) notification of the overpayment in information regarding options for repayment.

If the paycheck date of the overpayment was in the same calendar year as the next paycheck date after the notification to the employee, the amount may be withheld in 1-3 payments. The employee must opt to have amounts withheld over more than 1 paycheck.

If the paycheck date of the overpayment was in a previous calendar year, Payroll Services will calculate the amount due and send it to the Bursar for collection. The employee may complete a payroll-deduction-electronic-form (see bursar.okstate.edu) to have amounts deducted from their paychecks.